

**INTERNAL SERVICES GROUP
SUMMARY**

	<u>Page #</u>	<u>Approp</u>	<u>Revenue</u>	<u>Local Cost</u>
<u>GENERAL FUND</u>				
ARCHITECTURE AND ENGINEERING	262	645,063	5,000	640,063
FACILITIES MANAGEMENT:				
ADMINISTRATION	264	344,105	-	344,105
CUSTODIAL DIVISION	266	3,656,870	1,962,190	1,694,680
GROUNDS DIVISION	268	1,595,135	753,370	841,765
HOME REPAIR PROGRAM	270	-	-	-
MAINTENANCE DIVISION	271	7,226,422	3,475,000	3,751,422
UTILITIES	273	14,503,536	-	14,503,536
PURCHASING	279	1,140,594	5,000	1,135,594
REAL ESTATE SERVICES:				
REAL ESTATE SERVICES	287	2,263,523	1,546,921	716,602
RENTS AND LEASES	289	1,053,739	341,241	712,498
TOTAL GENERAL FUND		<u>32,428,987</u>	<u>8,088,722</u>	<u>24,340,265</u>
<u>SPECIAL REVENUE FUND</u>		<u>Approp</u>	<u>Revenue</u>	<u>Fund Balance</u>
REAL ESTATE SERVICES:				
CHINO AGRICULTURAL PRESERVE	291	3,448,142	841,691	2,606,451
<u>INTERNAL SERVICES FUNDS</u>		<u>Operating Expense</u>	<u>Revenue</u>	<u>Revenue Over (Under) Exp</u>
FLEET MANAGEMENT:				
GARAGE AND WAREHOUSE	275	12,996,138	13,260,000	263,862
MOTOR POOL	277	8,650,585	10,992,000	2,341,415
PURCHASING:				
CENTRAL STORES	281	8,451,223	9,115,000	663,777
MAIL AND COURIER SERVICES	283	7,608,480	7,900,000	291,520
PRINTING SERVICES	285	2,666,312	2,800,000	133,688
TOTAL INTERNAL SERVICES FUNDS		<u>40,372,738</u>	<u>44,067,000</u>	<u>3,694,262</u>

OVERVIEW OF BUDGET

DEPARTMENT: ARCHITECTURE & ENGINEERING
DIRECTOR: G. DANIEL OJEDA
BUDGET UNIT: AAA ANE

I. GENERAL PROGRAM STATEMENT

Architecture & Engineering is responsible for the planning, design and administration of the county's Capital Improvement Program. The staff prepares bid packages and advertisements for bid, negotiates and administers projects for design and construction and provides inspection and construction project management services through completion of the project.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	490,816	529,617	567,126	645,063
Total Revenue	12,211	5,000	13,464	5,000
Local Cost	478,605	524,617	553,662	640,063
Budgeted Staffing		23.0		25.0

Workload Indicators

Construction Contracts Awarded	93	100	88	106
Consultant Agreements	54	31	57	41

Additional expenses were the result of budget adjustments approved by the Board on January 29, 2002, for consultant services, the purchase of computer hardware, and the purchase of a copier. Increase in revenue was due to higher than anticipated planning and cost estimating requests by non-general fund departments.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Additional positions (1.0 Building Construction Engineer II and 1.0 Chief Building Construction Engineer) are necessary to enhance project workload which currently consists of 157 projects with an estimated value of \$104 million.

PROGRAM CHANGES

None.

GROUP: Internal Services			FUNCTION: General		
DEPARTMENT: Architecture & Engineering			ACTIVITY: Property Management		
FUND: General AAA ANE					
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	1,673,519	1,712,162	1,816,501	210,875	2,027,376
Services and Supplies	259,921	174,164	212,452	18,800	231,252
Central Computer	9,197	9,197	20,016	-	20,016
Equipment	-	16,000	16,000	(16,000)	-
Transfers	-	8,888	8,888	612	9,500
Total Exp Authority	1,942,637	1,920,411	2,073,857	214,287	2,288,144
Less:					
Reimbursements	(1,375,511)	(1,390,794)	(1,428,794)	(214,287)	(1,643,081)
Total Appropriation	567,126	529,617	645,063	-	645,063
<u>Revenue</u>					
State Aid	2,722	-	-	-	-
Current Services	10,922	5,000	5,000	-	5,000
Other Revenue	(180)	-	-	-	-
Total Revenue	13,464	5,000	5,000	-	5,000
Local Cost	553,662	524,617	640,063	-	640,063
Budgeted Staffing		23.0	23.0	2.0	25.0

ARCHITECTURE & ENGINEERING

Total Changes in Board Approved Base Budget		
Salaries and Benefits	104,339	MOU, retirement, and 2% budget reduction.
Services and Supplies	38,288	Inflation, risk management liabilities, and EHAP.
Central Computer	10,819	
Reimbursements	(38,000)	
Total Appropriation Change	115,446	
Total Revenue Change	-	
Total Local Cost Change	115,446	
Total 2001-02 Appropriation	529,617	
Total 2001-02 Revenue	5,000	
Total 2001-02 Local Cost	524,617	
Total Base Budget Appropriation	645,063	
Total Base Budget Revenue	5,000	
Total Base Budget Local Cost	640,063	

Board Approved Changes to Base Budget		
Salaries and Benefits	210,875	Increase due to the addition of 1.0 Bldg Cons Engr II and 1.0 Contract Chief Bldg Cons Engr.
Services and Supplies	18,800	Increase due to the addition of personnel and reassignment of equipment budget (\$16,000) to services and supplies.
Equipment	(16,000)	The annual budget of \$16,000 is not required in the next fiscal year and has been reallocated to the services and supplies budget.
Transfers	612	Increase due to MOU salary adjustments.
Reimbursements	(214,287)	Increase due to the reimbursement from various CIP projects worked on by the new Contract Chief Bldg Const Engineer and the Building Construction Engineer II.
Total Appropriations	-	
Total Revenue	-	
Local Cost	-	

OVERVIEW OF BUDGET

DEPARTMENT: FACILITIES MANAGEMENT
DIRECTOR: DAVE GIBSON

	2001-03			
	Appropriation	Revenue	Local Cost	Staffing
Administration	344,105	-	344,105	4.0
Custodial Division	3,656,870	1,962,190	1,694,680	63.0
Grounds Division	1,595,135	753,370	841,765	28.0
Home Repair Program	-	-	-	12.0
Maintenance Division	7,226,422	3,475,000	3,751,422	61.0
Utilities	14,503,536	-	14,503,536	-
TOTAL		6,190,560		168.0

BUDGET UNIT: ADMINISTRATION (AAA FMT)

I. GENERAL PROGRAM STATEMENT

The Facilities Management Department Administration Division provides support to four divisions within Facilities Management (Custodial, Grounds, Home Repair, and Maintenance).

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	442,721	338,580	344,841	344,105
Revenue			349	
Local Cost	442,721	338,580	344,492	344,105
Budgeted Staffing		4.0		4.0

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Facilities Management - Administration
FUND: General AAA FMT

FUNCTION: General
ACTIVITY: Property Mgmt

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	301,802	311,129	335,825	-	335,825
Services and Supplies	43,039	27,451	22,376	(14,096)	8,280
Total Appropriation	344,841	338,580	358,201	(14,096)	344,105
<u>Revenue</u>					
Current Services	349	-	-	-	-
Total Revenue	349	-	-	-	-
Local Cost	344,492	338,580	358,201	(14,096)	344,105
Budgeted Staffing		4.0	4.0		4.0

FACILITIES MANAGEMENT

Total Changes in Board Approved Base Budget	
Salaries and Benefits	<u>24,696</u> MOU and retirement increases.
Services and Supplies	<u>(5,075)</u> Inflation, risk management liabilities, EHAP, and 2% budget reduction.
Total Appropriation Change	19,621
Total Revenue Change	-
Total Local Cost Change	19,621
Total 2001-02 Appropriation	338,580
Total 2001-02 Revenue	-
Total 2001-02 Local Cost	338,580
Total Base Budget Appropriation	358,201
Total Base Budget Revenue	-
Total Base Budget Local Cost	358,201

Board Approved Changes to Base Budget	
Services and Supplies	<u>(14,096)</u> Appropriation for property insurance is transferred to the Maintenance Division (AAA FMM).
Total Appropriations	<u>(14,096)</u>
Revenue	<u>-</u>
Local Cost	<u>(14,096)</u>

FACILITIES MANAGEMENT

BUDGET UNIT: CUSTODIAL DIVISION (AAA FMC)

I. GENERAL PROGRAM STATEMENT

The Custodial Division of the Facilities Management Department administers the county's custodial services provided to county-owned and some leased facilities through a combination of county employees and contract custodial service providers.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	2,063,631	3,369,631	2,898,918	3,656,870
Total Revenue	655,855	1,882,190	1,366,533	1,962,190
Local Cost	1,407,776	1,487,441	1,532,385	1,694,680
Budgeted Staffing		59.0		63.0

Workload Indicators

Square Feet Maintained:

In-House	1,199,312	1,199,312	1,199,312	1,199,312
Contracted	851,906	851,906	851,906	851,906

Variance in 2001-02 budgeted appropriations to actuals is due to vacant positions that also directly impacted revenues.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Budgeted staffing changes include the addition of 3.0 Custodian I and 1.0 Supervising Custodian for expansion of the West Valley Juvenile Hall. Additional costs reflect MOU and retirement increases.

PROGRAM CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Facilities Management - Custodial
FUND: General AAA FMC

FUNCTION: General
ACTIVITY: Property Management

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	1,451,159	1,933,121	2,005,327	88,012	2,093,339
Services and Supplies	1,440,282	1,436,510	1,483,531	55,000	1,538,531
Equipment	-	-	-	25,000	25,000
Total Exp Authority	2,891,441	3,369,631	3,488,858	168,012	3,656,870
Less:					
Reimbursements	7,477	-	-	-	-
Total Appropriation	2,898,918	3,369,631	3,488,858	168,012	3,656,870
<u>Revenue</u>					
Current Services	1,367,596	1,882,190	1,882,190	80,000	1,962,190
Other Revenue	(1,063)	-	-	-	-
Total Revenue	1,366,533	1,882,190	1,882,190	80,000	1,962,190
Local Cost	1,532,385	1,487,441	1,606,668	88,012	1,694,680
Budgeted Staffing		59.0	59.0	4.0	63.0

FACILITIES MANAGEMENT

Total Changes in Board Approved Base Budget		
Salaries and Benefits	<u>72,206</u>	MOU and retirement increases.
Services and Supplies	<u>47,021</u>	Inflation, risk management liabilities, EHAP, and the 2% budget reduction.
Total Appropriation Change	119,227	
Total Revenue Change	-	
Total Local Cost Change	119,227	
Total 2001-02 Appropriation	3,369,631	
Total 2001-02 Revenue	1,882,190	
Total 2001-02 Local Cost	1,487,441	
Total Base Budget Appropriation	3,488,858	
Total Base Budget Revenue	1,882,190	
Total Base Budget Local Cost	1,606,668	

Board Approved Changes to Base Budget		
Salaries and Benefits	88,012	Additional 3.0 Custodian I and 1.0 Supervising Custodian for the West Valley Juvenile Hall.
Services and Supplies	55,000	Contract custodial services are expected to increase by 30%.
Equipment	25,000	One-time transfer of appropriation to equipment for the purchase of a vehicle (\$25,000). In 2000-01 the Custodial Division was reorganized. This reorganization included the addition of 4.0 Supervising Custodian positions. This vehicle will be used by supervisors to monitor custodial contractors in facilities throughout the county.
	<u>168,012</u>	
Total Appropriations	<u>168,012</u>	
Revenue		
Current Services	<u>80,000</u>	Revenue from departments for custodial services.
Total Revenue	<u>80,000</u>	
Local cost	<u>88,012</u>	

FACILITIES MANAGEMENT

BUDGET UNIT: GROUNDS DIVISION (AAA FMG)

I. GENERAL PROGRAM STATEMENT

The Facilities Management Department Grounds Division is responsible for the grounds maintenance services provided to county owned facilities and some leased facilities through a combination of in house personnel and private grounds maintenance service providers.

II. BUDGET & WORKLOAD HISTORY

	<u>Actual</u> <u>2000-01</u>	<u>Budget</u> <u>2001-02</u>	<u>Actual</u> <u>2001-02</u>	<u>Budget</u> <u>2002-03</u>
Total Appropriation	923,365	1,507,423	1,271,781	1,595,135
Total Revenue	373,669	716,000	716,904	753,370
Local Cost	549,696	791,423	554,877	841,765
Budgeted Staffing		27.0		28.0
<u>Workload Indicators</u>				
Acres Maintained	715	715	715	715

Variance of 2001-02 budgeted appropriations to actual is a result of vacant positions and savings in services and supplies.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Budgeted staffing changes include the addition of 1.0 Grounds Caretaker I position to provide service (mowing, tree trimming, clean up and other landscaping duties) at the old County Medical Center site on Gilbert Street in San Bernardino. The cost of this position will be fully reimbursed in 2002-03 from Medical Center reuse funding, which is scheduled to be exhausted by the end of 2002-03. The department will request additional local cost in the 2003-04 budget for ongoing costs.

PROGRAM CHANGES

Additional appropriations are required to provide ground services at the County Medical Center.

GROUP: Internal Services
DEPARTMENT: Facilities Management - Grounds
FUND: General AAA FMG

FUNCTION: General
ACTIVITY: Property Management

	<u>2001-02</u> <u>Actuals</u>	<u>2001-02</u> <u>Approved Budget</u>	<u>2002-03</u> <u>Board Approved</u> <u>Base Budget</u>	<u>2002-03</u> <u>Board Approved</u> <u>Changes to</u> <u>Base Budget</u>	<u>2002-03</u> <u>Final Budget</u>
<u>Appropriations</u>					
Salaries and Benefits	864,216	1,003,163	1,064,439	32,370	1,096,809
Services and Supplies	402,782	502,304	493,326	5,000	498,326
Central Computer	1,956	1,956	1,956	(1,956)	-
Total Exp Authority	1,268,954	1,507,423	1,559,721	35,414	1,595,135
Less:					
Reimbursements	2,827	-	-	-	-
Total Appropriation	1,271,781	1,507,423	1,559,721	35,414	1,595,135
<u>Revenue</u>					
Current Services	716,904	716,000	716,000	37,370	753,370
Total Revenue	716,904	716,000	716,000	37,370	753,370
Local Cost	554,877	791,423	843,721	(1,956)	841,765
Budgeted Staffing		27.0	27.0	1.0	28.0

FACILITIES MANAGEMENT

Total Changes in Board Approved Base Budget

Salaries and Benefits	<u>61,276</u>	MOU and retirement increases.
Services and Supplies	<u>(8,978)</u>	Inflation, risk management liabilities, EHAP, and the 2% budget reduction.
Total Appropriation Change	52,298	
Total Revenue Change	-	
Total Local Cost Change	52,298	
Total 2001-02 Appropriation	1,507,423	
Total 2001-02 Revenue	716,000	
Total 2001-02 Local Cost	791,423	
Total Base Budget Appropriation	1,559,721	
Total Base Budget Revenue	716,000	
Total Base Budget Local Cost	843,721	

Board Approved Changes to Base Budget

Salaries and Benefits	<u>32,370</u>	Additional 1.0 Grounds Caretaker I position to provide service to the old County Medical Center site.
Services and Supplies	<u>5,000</u>	Appropriations required to support the additional position requested.
Central Computer	<u>(1,956)</u>	Appropriations for central computer charges transferred to the Maintenance Division (AAA FMM).
Total Appropriations	<u>35,414</u>	
Revenue		
Current Services	<u>37,370</u>	Medical Center reuse funding.
Total Revenue	<u>37,370</u>	
Local Cost	<u>(1,956)</u>	

FACILITIES MANAGEMENT

BUDGET UNIT: HOME REPAIR (AAA FMH)

I. GENERAL PROGRAM STATEMENT

The Home Repair Program is a federally funded program that is administered by Facilities Management. The program does minor home repairs for candidates that meet age and income requirements. Economic and Community Development Department (ECD) reimburses the costs incurred by the program with federal funds.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	30,902	-	(114,236)	-
Local Cost	30,902	-	(114,236)	-
Budgeted Staffing		12.0		12.0
<u>Workload Indicators</u>				
Jobs Completed	295	320	320	320

Variance in budget to actual in 2001-02 is a result of additional reimbursements received from the Economic Development Department due to the understatement of 2000-01 accruals.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Facilities Management - Home Repair
FUND: General AAA FMH

FUNCTION: General
ACTIVITY: Property Management

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	527,534	514,526	554,624	-	554,624
Services and Supplies	280,150	245,302	246,038	-	246,038
Total Exp Authority	807,684	759,828	800,662	-	800,662
Less:					
Reimbursements	(921,920)	(759,828)	(800,662)	-	(800,662)
Total Appropriation	(114,236)	-	-	-	-
Budgeted Staffing		12.0	12.0	-	12.0

Total Changes in Board Approved Base Budget		
Salaries and Benefits	40,098	MOU and retirement increases.
Services and Supplies	736	Inflation, risk management liabilities and EHAP.
Reimbursements	(40,834)	Increase from ECD to offset MOU and other operational costs.
Total Appropriation Change	-	
Total Revenue Change	-	
Total Local Cost Change	-	
Total 2001-02 Appropriation	-	
Total 2001-02 Revenue	-	
Total 2001-02 Local Cost	-	
Total Base Budget Appropriation	-	
Total Base Budget Revenue	-	
Total Base Budget Local Cost	-	

FACILITIES MANAGEMENT

BUDGET UNIT: MAINTENANCE DIVISION (AAA FMM)

I. GENERAL PROGRAM STATEMENT

The Maintenance Division of the Facilities Management Department administers the county's maintenance services provided to county owned and some leased facilities through a combination of in-house personnel and private service providers. In addition, the Maintenance Division is responsible for the minor remodel and maintenance portion of the county capital improvement program.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	3,845,467	6,913,553	6,945,474	7,226,422
Total Revenue	615,409	3,430,000	3,207,557	3,475,000
Local Cost	3,230,058	3,483,553	3,737,917	3,751,422
Budgeted Staffing		58.0		61.0
<u>Workload Indicators</u>				
Square feet maintained	4,175,000	4,175,000	4,175,000	4,175,000
Maintenance trouble calls	15,375	15,700	11,037	12,000
Maintenance requisitions	5,205	5,300	1,020	1,200

Workload indicators—The number of square feet maintained remains unchanged at this time. In conjunction with the County Administrative Office, the department will be proposing to the Board the purchase and implementation of a Computer Aided Facilities Management software package (CAFM). One of the many benefits of this software will be in data collection. After implementation an updated inventory of the county's buildings will be completed which will include a new calculation of the square feet. After CAFM is implemented, Facilities will have a more accurate number.

The maintenance trouble calls estimate for 2001-02 and the projection for 2002-03 now includes only requests for service. In previous years, the total count included calls for general information and questions regarding administrative matters. The change to solely "maintenance" trouble calls more accurately reflects the workload that impacts this division. As of March 2002, the division has received 700 fewer calls fiscal year to date as compared to the same time last year. This can be attributed to a more active preventative maintenance program, which results in fewer trouble calls and reduced maintenance costs. This downward trend is expected to continue through next fiscal year, but at a slower pace.

Similarly, the manner in which maintenance requisitions are counted has been changed. Departments submit requisitions to the Facilities Management – Maintenance Division for various tasks such as minor electrical work, small office remodels, and relocation/moving assistance. In 2001-02 the division received a total of 1,020 such requests. A continuation of this trend is expected in 2002-03. This trend is attributed to our customer's increased confidence in the work performed by the division.

Actual expenditures exceeded budget in 2001-02 due to the payment of prior year expenses from 2000-01. Revenue variance is a result of a reduction in reimbursable labor hours due to vacant positions.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Budgeted staffing changes include the addition of 1.0 Maintenance Mechanic position to perform minor repair and preventative maintenance duties needed at the old County Medical Center site on Gilbert Street in San Bernardino. Due to the age of the existing facilities, and the extra care needed to maintain older buildings, it was determined that one full time maintenance position was needed. The cost of this position will be fully reimbursed in 2002-03 from Medical Center reuse funding, which is scheduled to be exhausted by the end of 2002-03. The department will request additional local cost in the 2003-04 budget for ongoing costs. Additional staffing also includes 2.0 Maintenance Mechanics for expansion of the West Valley Juvenile Hall.

PROGRAM CHANGES

None.

FACILITIES MANAGEMENT

GROUP: Internal Services
DEPARTMENT: Facilities Management - Maintenance
FUND: General AAA FMM

FUNCTION: General
ACTIVITY: Property Management

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
Appropriations					
Salaries and Benefits	2,948,205	3,005,765	3,183,705	115,197	3,298,902
Services and Supplies	3,937,168	3,852,570	3,851,004	19,096	3,870,100
Central Computer	22,484	22,484	22,739	1,956	24,695
Equipment	12,000	-	-	-	-
Transfers	32,724	32,725	32,725	-	32,725
Total Exp Authority	6,952,581	6,913,544	7,090,173	136,249	7,226,422
Less:					
Reimbursements	(7,107)	-	-	-	-
Total Appropriation	6,945,474	6,913,544	7,090,173	136,249	7,226,422
Revenue					
Current Services	3,207,557	3,430,000	3,430,000	45,000	3,475,000
Total Revenue	3,207,557	3,430,000	3,430,000	45,000	3,475,000
Local Cost	3,737,917	3,483,544	3,660,173	91,249	3,751,422
Budgeted Staffing		58.0	58.0	3.0	61.0

Total Changes in Board Approved Base Budget

Salaries and Benefits	177,940	MOU and retirement increases.
Services and Supplies	(1,566)	Inflation, risk management liabilities, EHAP, and 2% budget reduction.
Central Computer	255	
Total Appropriation Change	176,629	
Total Revenue Change	-	
Total Local Cost Change	176,629	
Total 2001-02 Appropriation	6,913,544	
Total 2001-02 Revenue	3,430,000	
Total 2001-02 Local Cost	3,483,544	
Total Base Budget Appropriation	7,090,173	
Total Base Budget Revenue	3,430,000	
Total Base Budget Local Cost	3,660,173	

Board Approved Changes to Base Budget

Salaries and Benefits	115,197	Additional 1.0 Maintenance Mechanic to provide service to the old County Medical Center site and 2.0 Maintenance Mechanic for the West Valley Juvenile Hall.
Services and Supplies	5,000	Appropriations required to support the additional positions requested.
	14,096	Appropriation for property insurance is transferred-in from the Administration Division (AAA FMT).
	19,096	
Central Computer	1,956	Appropriations for central computer charges transferred in from the Grounds Division (AAA FMG).
Total Appropriations	136,249	
Revenue		
Current Services	45,000	Medical Center reuse funding.
Total Revenue	45,000	
Local cost	91,249	

FACILITIES MANAGEMENT

BUDGET UNIT: UTILITIES (AAA UTL)

I. GENERAL PROGRAM STATEMENT

The San Bernardino County Utilities budget funds the cost of natural gas and liquid propane gas, electricity, water, sewage, refuse disposal, diesel fuel for emergency generators, and other related costs for county owned and some leased facilities.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	14,203,852	14,905,801	15,931,125	14,503,536
Total Revenue	(40,510)	20,000	167,073	-
Local Cost	14,244,362	14,885,801	15,764,052	14,503,536
<u>Workload Indicators</u>				
Electric	10,300,000	10,900,000	11,241,499	10,250,000
Gas	800,500	846,000	645,968	846,000
Water	1,200,000	1,270,000	1,559,515	1,270,000
Sewer	472,500	500,000	691,604	500,000
Disposal	830,800	879,000	970,482	879,000

Actual expenditures exceeded budget as a result of an increase in costs in electrical, disposal, and water/sewer surcharges that were partially offset by gas utility savings.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

None.

PROGRAM CHANGES

Reduction in appropriations is a direct result of savings due to lighting retrofit projects and offset by electricity rate increases and additional utility costs for expansion of the West Valley Juvenile Hall.

GROUP: Internal Services
DEPARTMENT: Facilities Management - Utilities
FUND: General AAA UTL

FUNCTION: General
ACTIVITY: Property Management

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	Board Approved Changes to Base Budget	2002-03 Final Budget
<u>Appropriations</u>					
Services and Supplies	15,461,125	14,435,801	13,806,869	246,667	14,053,536
Transfers	470,000	470,000	470,000	-	470,000
Total Expenditure Authority	15,931,125	14,905,801	14,276,869	246,667	14,523,536
Reimbursements	-	-	-	(20,000)	(20,000)
Total Appropriation	15,931,125	14,905,801	14,276,869	226,667	14,503,536
<u>Revenue</u>					
Current Services	167,073	20,000	20,000	(20,000)	-
Total Revenue	167,073	20,000	20,000	(20,000)	-
Local Cost	15,764,052	14,885,801	14,256,869	246,667	14,503,536

FACILITIES MANAGEMENT

Total Changes in Board Approved Base Budget

Services and Supplies	(628,932)	Projected savings of \$1,017,648 due to lighting retrofit projects is offset by \$388,716 for electricity rate increases approved by the CPUC, which become effective in June 2002.
<hr/>		
Total Appropriation Change	(628,932)	
Total Revenue Change	-	
Total Local Cost Change	(628,932)	
<hr/>		
Total 2001-02 Appropriation	14,905,801	
Total 2001-02 Revenue	20,000	
Total 2001-02 Local Cost	14,885,801	
<hr/>		
Total Base Budget Appropriation	14,276,869	
Total Base Budget Revenue	20,000	
Total Base Budget Local Cost	14,256,869	

Board Approved Changes to Base Budget

Services and Supplies	246,667	Additional utility costs for expansion of the West Valley Juvenile Hall.
Reimbursements	(20,000)	Reimbursement of utility costs from the Library.
Total Appropriations	226,667	
Total Revenue	(20,000)	Reclassification of revenue as per GASB 34.
Fund Balance	246,667	

OVERVIEW OF BUDGET

DEPARTMENT: FLEET MANAGEMENT
DIRECTOR: ROGER WEAVER

	2002-03			
	Operating Expense	Revenue	Revenue Over/(under)	Staffing
Garage/Warehouse	12,996,138	13,260,000	263,862	103.3
Motor Pool	8,650,585	10,992,000	2,341,415	8.1
TOTAL	21,646,723	24,252,000	2,605,277	111.4

BUDGET UNIT: GARAGE/WAREHOUSE (ICB VHS)

I. GENERAL PROGRAM STATEMENT

Fleet Management's Garage/Warehouse Division provides fuel, maintenance, repair, fabrication, and field services for the county's fleet of vehicles and heavy equipment. This includes the warehousing of automotive parts and related road materials to support the fleet operations. Activities and programs of the Garage Division are financed and accounted for as an internal service fund by which all operational costs are distributed to user departments through service rates.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Operating Expense	13,272,699	12,926,926	12,965,388	12,996,138
Total Revenue	12,902,995	12,933,425	12,901,671	13,260,000
Revenue Over/(Under) Expense	(369,704)	6,499	(63,717)	263,862
Fixed Assets	79,110	-	235	324,300
Budgeted Staffing		98.0		103.3

Workload Indicators

Number of work orders	19,580	19,511	19,960	20,700
Number of billable shop hours	97,900	97,555	98,426	99,200
Warehouse sales	1,293,602	1,432,376	1,305,748	1,464,000
Parts sales	2,798,013	2,896,339	3,157,350	3,038,000
Fuel gallons dispensed	2,979,686	2,992,897	2,668,354	2,888,000

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Staffing will increase by 6.0 new positions in order to facilitate the department's pending reorganization—1.0 Equipment Parts Specialist, 1.0 Motor Fleet Maintenance Superintendent, 1.0 Motor Fleet Mechanic I, 1.0 Motor Fleet Shop Supervisor, 1.0 Operations Manager, and 1.0 Staff Analyst II. This increase is offset by the deletion of 0.2 Clerk II and 0.5 Public Service Employee.

PROGRAM CHANGES

None.

FLEET MANAGEMENT

GROUP: Internal Services
DEPARTMENT: Fleet Management - Garage/Warehouse
FUND: Internal Services ICB VHS

FUNCTION: General
ACTIVITY: Central Garage

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
Appropriations					
Salaries and Benefits	4,699,813	4,835,499	5,040,046	367,610	5,407,656
Services and Supplies	7,974,459	7,766,427	7,237,074	-	7,237,074
Central Computer	56,412	75,000	42,018	-	42,018
Transfers	-	-	59,390	-	59,390
Total Exp Authority	12,730,684	12,676,926	12,378,528	367,610	12,746,138
Depreciation	234,704	250,000	250,000	-	250,000
Total Operating Expense	12,965,388	12,926,926	12,628,528	367,610	12,996,138
Revenue					
Use of Money & Prop	15,449	40,000	40,000	-	40,000
Current Services	12,888,257	12,893,425	13,220,000	-	13,220,000
Other Revenue	(2,035)	-	-	-	-
Total Revenue	12,901,671	12,933,425	13,260,000	-	13,260,000
Revenue Over/(Under) Exp	(63,717)	6,499	631,472	(367,610)	263,862
Fixed Asset Exp					
Equipment	235	-	316,300	-	316,300
Vehicles	-	-	8,000	-	8,000
Total Fixed Assets	235	-	324,300	-	324,300
Budgeted Staffing		98.0	97.3	6.0	103.3

Total Changes in Board Approved Base Budget

Salaries and Benefits	204,547	MOU and retirement increases, which are offset by a decrease of 0.2 Clerk II and 0.5 PSE.
Services and Supplies	(529,353)	Inflation, risk management liabilities, and EHAP, which are offset by operating efficiencies that will result in a reduction of the purchase of parts.
Central Computer	(32,982)	
Transfers	59,390	Rent for Barstow facility.
Revenue	326,575	Adjustment for anticipated revenue increases based on increased rates.
Fixed Asset		
Equipment	316,300	Air hoist, tire machines, forklift, service truck crane, and miscellaneous tool and equip.
Vehicles	8,000	
Total Operating Expense	(298,398)	
Total Revenue Change	326,575	
Total Revenue Over/(Under) Exp	624,973	
Total 2001-02 Appropriation	12,926,926	
Total 2001-02 Revenue	12,933,425	
Total 2001-02 Rev Over/(Under) Exp	6,499	
Total Base Budget Appropriation	12,628,528	
Total Base Budget Revenue	13,260,000	
Total Revenue Over/(Under) Exp	631,472	

Board Approved Changes to Base Budget

Salaries and Benefits	367,610	Staffing adjustments.
Total Exp Authority	367,610	
Total Operating Expense	367,610	
Revenue Over/(Under) Exp	(367,610)	

FLEET MANAGEMENT

BUDGET UNIT: MOTOR POOL (IBA VHS)

I. GENERAL PROGRAM STATEMENT

Fleet Management's Motor Pool Division operates as an internal service fund with rental rates on fleet vehicles to provide for replacement, fuel, maintenance, insurance, overhead and other operational costs. Motor Pool currently has ownership and responsibility for 1,913 automobiles, vans, pickup trucks, and various specialty vehicles assigned to county departments. Activities and programs of the Motor Pool Division are financed and accounted for as an internal service fund by which all operational costs are distributed to user departments through service rates.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Operating Expense	8,631,417	8,528,274	9,779,969	8,650,585
Total Revenue	10,779,476	10,009,521	11,061,452	10,992,000
Revenue Over/(Under) Expense	2,148,059	1,481,247	1,281,483	2,341,415
Fixed Assets	1,585,454	2,090,000	1,988,299	6,000,000
Budgeted Staffing		8.1		8.1
<u>Workload Indicators</u>				
Number of Vehicles in Fleet	1,885	1,850	1,913	1,925
Total Miles Driven	20,219,500	20,317,000	18,817,108	21,150,000

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

GROUP: Internal Services			FUNCTION: General		
DEPARTMENT: Fleet Management - Motor Pool			ACTIVITY: Central Motor Pool		
FUND: Internal Services IBA VHS					
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	578,830	616,263	675,301	-	675,301
Services and Supplies	6,981,772	5,740,211	5,204,508	-	5,204,508
Central Computer	4,462	6,506	4,482	-	4,482
Total Exp Authority	7,565,064	6,362,980	5,884,291	-	5,884,291
Depreciation	2,214,895	2,165,294	2,766,294	-	2,766,294
Total Operating Expense	9,779,959	8,528,274	8,650,585	-	8,650,585
<u>Revenue</u>					
Use of Money & Prop	287,700	150,000	165,000	-	165,000
Current Services	9,796,188	9,709,521	10,652,000	-	10,652,000
Other Revenue	977,564	150,000	175,000	-	175,000
Total Revenue	11,061,452	10,009,521	10,992,000	-	10,992,000
Revenue Over/(Under) Exp.	1,281,493	1,481,247	2,341,415	-	2,341,415
<u>Fixed Asset Exp</u>					
Struct & Improv Structs	2,765	60,000	-	-	-
Equipment	33,370	30,000	-	-	-
Vehicles	1,952,164	2,000,000	6,000,000	-	6,000,000
Total Fixed Assets	1,988,299	2,090,000	6,000,000	-	6,000,000
Budgeted Staffing		8.1	8.1	-	8.1

FLEET MANAGEMENT

Total Changes in Board Approved Base Budget		
Salaries and Benefits	<u>59,038</u>	MOU and retirement increases.
Services and Supplies	<u>(535,703)</u>	Inflation, risk management liabilities, EHAP, offset by a decrease for maintenance costs due to a reduction in the age of the fleet, and the completion of the purchase of the Fleet Management Information System (FMIS).
Central Computer	<u>(2,024)</u>	
Depreciation	<u>601,000</u>	
Revenue	<u>982,479</u>	Increased based on increased rates.
Fixed Assets	<u>3,910,000</u>	Purchase additional 200 vehicles.
Total Operating Expense	122,311	
Total Revenue Change	982,479	
Total Revenue Over/(Under) Exp	860,168	
Total 2001-02 Appropriation	8,528,274	
Total 2001-02 Revenue	10,009,521	
Total 2001-02 Rev Over/(Under) Exp	1,481,247	
Total Base Budget Appropriation	8,650,585	
Total Base Budget Revenue	10,992,000	
Total Base Rev Over/(Under) Exp	2,341,415	

OVERVIEW OF BUDGET

DEPARTMENT: PURCHASING
DIRECTOR: AURELIO W. DE LA TORRE

2002-03					
	Operating Exp/ Appropriation	Revenue	Revenue Over (Under) Exp	Local Cost	Staffing
Purchasing	1,140,594	5,000		1,135,594	19.1
Central Stores	8,451,223	9,115,000	663,777	-	15.0
Mail/Courier Services	7,608,480	7,900,000	291,520		35.0
Printing Services	2,666,312	2,800,000	133,688		18.0
TOTAL	19,866,609	19,820,000	1,088,985	1,135,594	87.1

BUDGET UNIT: PURCHASING (AAA PUR)

I. GENERAL PROGRAM STATEMENT

The Purchasing Department is responsible for the acquisition of equipment, services, and supplies used by county departments and Board-governed districts. In addition, it is responsible for the management of three internal service programs (Central Stores, Mail/Courier Services, and Printing Services) through its Internal Service Fund divisions. It also manages and arranges for the sale of county surplus property.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	991,244	860,603	1,139,471	1,140,594
Total Revenue	196,433	5,000	36,225	5,000
Local Cost	794,811	855,603	1,103,246	1,135,594
Budgeted Staffing		16.0		19.1
<u>Workload Indicators</u>				
Purchase orders	2,047	2,200	1,852	2,300
Request For Payments	55,547	55,000	62,797	62,000
Requisitions	4,407	4,500	3,772	4,700
Blanket Purchase Orders	2,230	1,600	1,714	2,000
Request For Proposals	152	160	120	200

The appropriation variance between budget to actual for 2001-02 is due to a Board approved mid-year increase establishing a new Contracts Unit that required additional staffing and related expenses.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Budgeted staffing changes includes the addition of 3.0 Staff Analyst II and 0.1 Clerk III for the establishment of the new Contracts Unit approved by the Board in 2001-02.

PROGRAM CHANGES

Appropriations have been increased to accommodate the operations of the new Contracts Unit.

PURCHASING

GROUP: Internal Services
DEPARTMENT: Purchasing
FUND: General AAA PUR

FUNCTION: General
ACTIVITY: Finance

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
Appropriations					
Salaries and Benefits	742,385	874,244	1,099,154	-	1,099,154
Services and Supplies	354,707	127,978	175,124	-	175,124
Central Computer	12,439	12,439	14,926	-	14,926
Other Charges	2,657	3,930	3,930	(95)	3,835
Equipment	27,283	33,464	38,912	18,853	57,765
Total Exp Authority	1,139,471	1,052,055	1,332,046	18,758	1,350,804
Less: Reimbursements	-	(191,452)	(191,452)	(18,758)	(210,210)
Total Appropriation	1,139,471	860,603	1,140,594	-	1,140,594
Revenue					
State Aid	87				
Other Revenue	36,138	5,000	5,000	-	5,000
Total Revenue	36,225	5,000	5,000	-	5,000
Local Cost	1,103,246	855,603	1,135,594	-	1,135,594
Budgeted Staffing		16.0	19.1		19.1

Total Changes in Board Approved Base Budget		
Salaries and Benefits	31,910	MOU, retirement increases, and 2% budget reduction.
	193,000	New contract unit of 3.0 Staff Analyst II and 0.1 Clerk III.
	<u>224,910</u>	
Services and Supplies	3,146	Inflation, risk management liabilities, and EHAP.
	44,000	Contract unit supplies.
	<u>47,146</u>	
Central Computer	<u>2,487</u>	
Equipment	<u>5,448</u>	
Total Appropriation Change	279,991	
Total Revenue Change	-	
Total Local Cost Change	279,991	
Total 2001-02 Appropriation	860,603	
Total 2001-02 Revenue	5,000	
Total 2001-02 Local Cost	855,603	
Total Base Budget Appropriation	1,140,594	
Total Base Budget Revenue	5,000	
Total Base Budget Local Cost	1,135,594	

Board Approved Changes to Base Budget		
Other Charges	<u>(95)</u>	Net decrease in interest payments.
Equipment	<u>18,853</u>	Increase is a result of a new department vehicle.
Reimbursements	<u>(18,758)</u>	Reimbursement from Printing, Mail, and Central Stores for new department vehicle.
Total Appropriations	<u>-</u>	
Total Revenue	<u>-</u>	
Local Cost	<u>-</u>	

PURCHASING

BUDGET UNIT: CENTRAL STORES (IAV PUR)

I. GENERAL PROGRAM STATEMENT

Central Stores stocks, supplies, and delivers stationery, forms, janitorial, and other high volume miscellaneous items for county departments and other local government agencies. Central Stores also maintains the surplus property pool. This program is an internal service fund, and as such, all operational costs are distributed to user departments through overhead rates.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Operating Expense	9,483,812	8,264,328	8,885,275	8,451,223
Total Revenue	9,381,973	9,073,213	9,127,369	9,115,000
Total Revenue Over/(Under) Exp	(101,839)	808,885	242,094	663,777
Fixed Assets	55,875	30,000	-	35,000
Budgeted Staffing		15.0		15.0

Workload Indicators

Work Orders	44,562	41,000	42,510	40,000
Whse/Store Sales (\$)	9,381,973	8,900,000	9,112,955	9,100,000

Significant variance in appropriations between budgeted and actual for 2001-02 is a result of additional expenses in services and supplies to meet the higher than anticipated demand by departments for materials such as paper, batteries, copier toner, printer cartridges, etc.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

GROUP: Internal Services DEPARTMENT: Purchasing - Central Stores FUND: Internal Services IAV PUR			FUNCTION: General ACTIVITY: Central Stores		
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	486,824	534,019	561,868	(3,109)	558,759
Services and Supplies	8,368,068	7,578,170	7,788,216	-	7,788,216
Central Computer	18,869	65,759	11,009	-	11,009
Transfers	-	86,380	86,380	6,859	93,239
Total Appropriations	8,873,761	8,264,328	8,447,473	3,750	8,451,223
Depreciation	11,514	-	-	-	-
Total Operating Expenses	8,885,275	8,264,328	8,447,473	3,750	8,451,223
<u>Revenue</u>					
Current Services	9,127,195	9,073,213	9,256,358	(141,358)	9,115,000
Other Revenue	174	-	-	-	-
Total Revenue	9,127,369	9,073,213	9,256,358	(141,358)	9,115,000
Revenue Over/(Under) Exp	242,094	808,885	808,885	(145,108)	663,777
<u>Fixed Asset Exp</u>					
Equipment	-	30,000	30,000	5,000	35,000
Total Fixed Assets	-	30,000	30,000	5,000	35,000
Budgeted Staffing		15.0	15.0		15.0

PURCHASING

Total Changes in Board Approved Base Budget		
Salaries and Benefits	<u>27,849</u>	MOU and retirement increases.
Services and Supplies	<u>210,046</u>	Inflation, risk management liabilities, and EHAP.
Central Computer	<u>(54,750)</u>	
Revenue		
Current Services	<u>183,145</u>	Increase in Central Stores orders.
Total Operating Expense	183,145	
Total Revenue Change	183,145	
Total Revenue Over/(Under) Exp	-	
Total 2001-02 Operating Expense	8,264,328	
Total 2001-02 Revenue	9,073,213	
Total Revenue Over/(Under) Exp	808,885	
Total Base Budget Operating Exp	8,447,473	
Total Base Budget Revenue	9,256,358	
Total Base Rev Over/(Under) Exp	808,885	

Board Approved Changes to Base Budget		
Salaries and Benefits	<u>(3,109)</u>	
Transfers	<u>6,859</u>	Allocated contribution to purchase of department vehicle.
Total Operating Expense	<u>3,750</u>	
Revenue		
Current Services	<u>(141,348)</u>	Anticipated decrease based on current projections.
Total Revenue	<u>(141,348)</u>	
Rev Over/(Under) Exp	<u>(145,108)</u>	
Fixed Asset Exp.		
Equipment	<u>5,000</u>	Increase due to the purchase of new forklift.

PURCHASING

BUDGET UNIT: MAIL/COURIER SERVICES (IAY PUR)

I. GENERAL PROGRAM STATEMENT

Mail/Courier Services provides interoffice, U.S. Postal, and courier services to agencies, departments, and special districts within the county.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Operating Expense	6,152,200	6,873,013	6,831,149	7,608,480
Total Revenue	6,354,226	7,095,205	6,893,169	7,900,000
Total Revenue Over/(Under) Exp	202,026	222,192	62,020	291,520
Fixed Assets	26,307	30,507	27,721	54,196
Budgeted Staffing		34.0		35.0

Workload Indicators

Inter-Ofc Mail P/Up-Del	149,062	143,000	151,835	150,000
Inserting/Intel Insert	8,129,864	8,200,000	8,198,148	8,200,000
Folding/Tab-Label	13,171,527	12,600,000	12,133,771	13,000,000
BusRply/Postage Due	129,955	100,000	201,305	175,000
Mail Pieces Processed	13,687,253	13,500,000	14,106,854	14,300,000

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Changes in staffing reflect an additional 1.0 Mail Clerk II to accommodate anticipated workload increase.

PROGRAM CHANGES

Due to the county's continued expansion of offices and services required, it is necessary to expand the physical working area of the Central Mail Services. Included in this budget is a lease-purchase over seven (7) years of a modular unit with an approximate total cost of \$200,000. This expansion would include the modular unit and the electrical modifications required. The per year cost of this addition would be \$36,222. It has also been the recommendation of the last two (2) Grand Juries that Central Mail modify and expand the working environment to enable the addition of more mail courier routes, ensure safe working conditions, and allow for future expansion of county facilities.

In addition, there is an anticipated increase in postal charges of over 9% effective June 30, 2002. This will increase the reimbursable postage budget by \$600,000.

GROUP: Internal Services			FUNCTION: General		
DEPARTMENT: Purchasing - Central Mail Services			ACTIVITY: Mail & Courier Services		
FUND: Internal Service IAY PUR					
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	962,687	982,493	1,011,968	84,032	1,096,000
Services and Supplies	5,818,938	5,827,267	6,416,552	-	6,416,552
Central Computer	3,296	2,787	5,509	-	5,509
Other Charges	2,637	2,637	2,637	27,703	30,340
Transfers	-	46,829	46,829	2,250	49,079
Total Appropriation	6,787,558	6,862,013	7,483,495	113,985	7,597,480
Depreciation	43,591	11,000	11,000	-	11,000
Total Operating Expense	6,831,149	6,873,013	7,494,495	113,985	7,608,480
<u>Revenue</u>					
Current Services	6,636,826	6,800,205	7,421,687	178,313	7,600,000
Other Revenue	256,343	295,000	295,000	5,000	300,000
Total Revenue	6,893,169	7,095,205	7,716,687	183,313	7,900,000
Revenue Over/(Under) Exp	62,020	222,192	222,192	69,328	291,520
<u>Fixed Asset Exp</u>					
Vehicles	17,214	20,000	20,000	-	20,000
Lease	10,507	10,507	10,507	23,689	34,196
Total Fixed Assets	27,721	30,507	30,507	23,689	54,196
Budgeted Staffing		34.0	34.0	1.00	35.0

PURCHASING

Total Changes in Board Approved Base Budget		
Salaries and Benefits	<u>29,475</u>	MOU and retirement increases.
Services and Supplies	<u>589,285</u>	Inflation, risk management liabilities, and increase in postage rate of 9%.
Central Computer	<u>2,722</u>	
Revenue		
Current Services	<u>621,482</u>	Increase in mail services.
Total Operating Expense	621,482	
Total Revenue Change	621,482	
Total Revenue Over/(Under) Exp	-	
Total 2001-02 Operating Expense	6,873,013	
Total 2001-02 Revenue	7,095,205	
Total Revenue Over/(Under) Exp	222,192	
Total Base Budget Operating Exp	7,494,495	
Total Base Budget Revenue	7,716,687	
Total Base Rev Over/(Under) Exp	222,192	
Board Approved Changes to Base Budget		
Salaries and Benefits	<u>84,032</u>	Increase reflects change of 1.0 FTE and step increases.
Other Charges	<u>27,703</u>	Increase in other charges due to the addition of a new lease-purchase.
Transfers	<u>2,250</u>	Allocated contribution for purchase of department vehicle.
Total Operating Expense	<u>113,985</u>	
Revenue		
Current Services	<u>178,313</u>	Additional revenues anticipated due to the increase in the postal rates effective June 2002.
Other	<u>5,000</u>	Increase in revenue is based on additional services.
Total Revenue	<u>183,313</u>	
Total Rev Over/(Under) Exp	<u>69,328</u>	
Fixed Asset Exp		
Lease	<u>23,689</u>	Increase in amount due on principal payments due to the addition of a new lease-purchase.
	<u>23,689</u>	

PURCHASING

BUDGET UNIT: PRINTING SERVICES (IAG PUR)

I. GENERAL PROGRAM STATEMENT

Printing Services composes, sets, prints, collates, and binds county forms, pamphlets, and reports. This program is an internal service fund and as such, all operational costs are distributed to user departments through overhead rates.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Operating Expense	2,742,308	2,726,150	2,615,521	2,666,312
Total Revenue	2,994,487	2,842,683	2,557,341	2,800,000
Total Revenue Over/(Under) Exp	252,179	116,533	(58,180)	133,688
Fixed Assets	86,084	174,602	143,700	81,887
Budgeted Staffing		18.0		18.0

Workload Indicators

Printed Pages - Units	77,085,771	82,500,000	75,713,806	80,000,000
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Actual expenses were lower than budgeted in 2001-02 as a result of vacant positions and savings in services and supplies and equipment. Significant variance between actual and budget in revenue is due to a decrease in anticipated services.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

GROUP: Internal Services			FUNCTION: General		
DEPARTMENT: Purchasing - Printing Services			ACTIVITY: Printing		
FUND: Internal Services IAG PUR					
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	796,732	786,838	810,443	(56,113)	754,330
Services and Supplies	1,726,573	1,769,298	1,785,274	(11,768)	1,773,506
Central Computer	1,885	1,077	3,633	-	3,633
Other Charges	9,073	10,637	10,637	(4,686)	5,951
Transfers	-	34,300	34,300	6,250	40,550
Total Expenditure Authority	2,534,263	2,602,150	2,644,287	(66,317)	2,577,970
Reimbursements	-	-	-	(42,658)	(42,658)
Depreciation	81,258	124,000	124,000	7,000	131,000
Total Operating Expense	2,615,521	2,726,150	2,768,287	(101,975)	2,666,312
<u>Revenue</u>					
Current Services	2,557,341	2,842,683	2,884,820	(84,820)	2,800,000
Total Revenue	2,557,341	2,842,683	2,884,820	(84,820)	2,800,000
Revenue Over/(Under) Exp	(58,180)	116,533	116,533	17,155	133,688
Fixed Asset Exp					
Equipment	82,534	115,000	115,000	(80,000)	35,000
Lease	61,166	59,602	59,602	(12,715)	46,887
Total Fixed Asset	143,700	174,602	174,602	(92,715)	81,887
Budgeted Staffing		18.0	18.0		18.0

PURCHASING

Total Changes in Board Approved Base Budget		
Salaries and Benefits	<u>23,605</u>	MOU and retirement increases.
Services and Supplies	<u>15,976</u>	Inflation, risk management liabilities and EHAP.
Central Computer	<u>2,556</u>	
Revenue	<u>42,137</u>	
Total Operating Expense	42,137	
Total Revenue Change	42,137	
Total Revenue Over/(Under) Exp	-	
Total 2001-02 Operating Expense	2,726,150	
Total 2001-02 Revenue	2,842,683	
Total Revenue Over/(Under) Exp	116,533	
Total Base Budget Operating Exp	2,768,287	
Total Base Budget Revenue	2,884,820	
Total Base Rev Over/(Under) Exp	116,533	

Board Approved Changes to Base Budget		
Salaries and Benefits	<u>(56,113)</u>	Decrease due to administration support for Purchasing (AAA-PUR) being budgeted in 5000 series.
Services and Supplies	<u>(11,768)</u>	Various adjustments to current expenditures.
Other Charges	<u>(4,686)</u>	Decrease due to less interest owed on current lease-purchases.
Transfers	<u>6,250</u>	Allocated contribution for purchase of department vehicle.
Total Expenditure Authority	<u>(66,317)</u>	
Reimbursements	<u>(42,658)</u>	Amount for admin fees from Central Stores and Central Mail. Decrease of \$13,455 is due to a reduction of reimbursement from Purchasing (AAA PUR).
Depreciation	<u>7,000</u>	
Total Operating Exp	<u>(101,975)</u>	
Revenue		
Current Services	<u>(84,820)</u>	
Total Revenue	<u>(84,820)</u>	
Rev Over/(Under) Exp	<u>17,155</u>	
Fixed Asset Exp		
Equipment	<u>(80,000)</u>	
Lease	<u>(12,715)</u>	
	<u>(92,715)</u>	

OVERVIEW OF BUDGET

DEPARTMENT: REAL ESTATE SERVICES
DIRECTOR: DAVID H. SLAUGHTER

	2002-03				
	Appropriation	Revenue	Fund Balance	Local Cost	Staffing
Real Estate Services	2,263,523	1,546,921		716,602	28.0
Rents And Leases	1,053,739	341,241		712,498	0.0
Chino Agric Preserve	3,448,142	841,691	2,606,451		-
TOTAL	6,765,404	2,729,853	2,606,451	1,429,100	28.0

BUDGET UNIT: REAL ESTATE SERVICES (AAA RPR)

I. GENERAL PROGRAM STATEMENT

Real Estate Services provides for the administration of lease contracts; the negotiation of new lease contracts; and appraisal, acquisition, and relocation assistance for all county departments and agencies. Reimbursable services are also provided to SANBAG, State of California, and various cities throughout the county, upon request.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	768,330	1,068,107	1,358,494	2,263,523
Total Revenue	429,684	549,250	946,310	1,546,921
Local Cost	338,646	518,857	412,184	716,602
Budgeted Staffing		26.0		28.0
<u>Workload Indicators</u>				
Total hours billed	43,196	42,183	48,853	44,000
Number of leases	186	216	216	230

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Mid year Board actions approved 1.0 Director of Real Estate Services position and 1.0 Real Property Agent II position.

PROGRAM CHANGES

None.

REAL ESTATE SERVICES

GROUP: Internal Services
DEPARTMENT: Real Estate Services
FUND: General AAA RPR

FUNCTION: General
ACTIVITY: Property Management

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
Appropriations					
Salaries and Benefits	1,431,756	1,689,382	1,922,691	-	1,922,691
Services and Supplies	240,899	287,970	303,670	-	303,670
Central Computer	9,713	9,713	17,162	-	17,162
Structures & Imprmts	-	-	-	-	-
Equipment	-	10,000	-	-	-
Transfers	-	20,000	20,000	-	20,000
Total Exp Authority	1,682,368	2,017,065	2,263,523	-	2,263,523
Less:			-		-
Reimbursements	(323,874)	(948,958)	-	-	-
Total Appropriation	1,358,494	1,068,107	2,263,523	-	2,263,523
Revenue					
Use of Money & Prop	81,852	50,000	-	-	-
Current Services	864,458	499,250	1,546,921	-	1,546,921
Total Revenue	946,310	549,250	1,546,921	-	1,546,921
Local Cost	412,184	518,857	716,602	-	716,602
Budgeted Staffing		26.0	28.0	-	28.0

Total Changes in Board Approved Base Budget

Salaries and Benefits	233,309	MOU and retirement increases. Additional 2.0 FTE's authorized by mid year Board action - Director of Real Estate Services (October 30, 2001, Item #60) and Real Property Agent II (February 12, 2002, Item #51).
Services and Supplies	15,700	Inflation, risk management liabilities, EHAP, and 2% budget reduction.
Central Computer	7,449	
Equipment	(10,000)	Reduction due to one-time budget for fixed asset purchase in 2001-02.
Reimbursements	948,958	Decrease due to GASB 34 reclass.
Revenue	997,671	Increase due to GASB 34 reclass.
Total Appropriation Change	1,195,416	
Total Revenue Change	997,671	
Total Local Cost Change	197,745	
Total 2001-02 Appropriation	1,068,107	
Total 2001-02 Revenue	549,250	
Total 2001-02 Local Cost	518,857	
Total Base Budget Appropriation	2,263,523	
Total Base Budget Revenue	1,546,921	
Total Base Budget Local Cost	716,602	

REAL ESTATE SERVICES

BUDGET UNIT: RENTS (AAA RNT)

I. GENERAL PROGRAM STATEMENT

The rents budget funds the rental of leased space utilized by county departments except long-term facility agreements for joint power authorities. Lease payments are reimbursed from various user departments. There is no staffing associated with this budget.

II. BUDGET & WORKLOAD HISTORY

	<u>Actual 2000-01</u>	<u>Budget 2001-02</u>	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>
Total Appropriation	976,199	1,287,776	1,074,021	1,053,739
Total Revenue	385,924	589,249	420,537	341,241
Local Cost	590,275	698,527	653,484	712,498
<u>Workload Indicators</u>				
Number of Leases	186	216	216	230

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

GROUP: Internal Services			FUNCTION: General		
DEPARTMENT: Real Estate Services - Rent and Leases			ACTIVITY: Property Management		
FUND: General AAA RNT					
	<u>2001-02 Actuals</u>	<u>2001-02 Approved Budget</u>	<u>2002-03 Board Approved Base Budget</u>	<u>2002-03 Board Approved Changes to Base Budget</u>	<u>2002-03 Final Budget</u>
<u>Appropriations</u>					
Services and Supplies	26,483,963	24,775,090	30,269,094	-	30,269,094
Other Charges	-	3,000	3,000	-	3,000
Total Exp Authority	26,483,963	24,778,090	30,272,094	-	30,272,094
Less:					
Reimbursements	(25,409,942)	(23,490,314)	(29,218,355)	-	(29,218,355)
Total Appropriation	1,074,021	1,287,776	1,053,739	-	1,053,739
<u>Revenue</u>					
Use of Money & Prop	271,645	93,000	93,000	-	93,000
Current Services	148,892	496,249	248,241	-	248,241
Total Revenue	420,537	589,249	341,241	-	341,241
Local Cost	653,484	698,527	712,498	-	712,498

REAL ESTATE SERVICES

Total Changes in Board Approved Base Budget		
Services and Supplies	5,494,004	Inflation, new leases managed by the Real Estate Services Department, and 2% budget reduction.
Reimbursements	(5,728,041)	New leases managed by the Real Estate Services Department.
Revenue	(248,008)	
Total Appropriation Change	(234,037)	
Total Revenue Change	(248,008)	
Total Local Cost Change	13,971	
Total 2001-02 Appropriation	1,287,776	
Total 2001-02 Revenue	589,249	
Total 2001-02 Local Cost	698,527	
Total Base Budget Appropriation	1,053,739	
Total Base Budget Revenue	341,241	
Total Base Budget Local Cost	712,498	

REAL ESTATE SERVICES

BUDGET UNIT: CHINO AGRICULTURAL PRESERVE (SIF INQ)

I. GENERAL PROGRAM STATEMENT

The Agricultural Land Post-Acquisition Program administers a special revenue fund to continue the Agricultural Land Acquisition and Preservation Program under the California Wildlife, Coastal and Parkland Conservation Act. The county contracts with the Southern California Agricultural Land Foundation (SCALF) to negotiate and manage leases, prepare conservation easements, manage properties acquired and recommend future acquisitions. Property management activities include arranging for all ordinary and emergency repairs and improvements necessary to preserve the properties at their present condition, enhance their operating efficiency or alter them to enhance lease potential and/or comply with lease requirements. Appropriations in this budget unit include a payment to SCALF for the management of the program and payment to vendors. The county receives lease revenues from the acquired properties. There is no staffing associated with this budget.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	306,891	2,866,940	404,349	3,448,142
Total Revenue	960,485	824,033	976,180	841,691
Fund Balance	-	2,042,907	-	2,606,451

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

None.

PROGRAM CHANGES

Services and supplies are reduced to reflect a decrease in anticipated maintenance costs. Other charges are reduced to reflect anticipated tax liabilities. Revenue is increased to reflect increases in rent revenue. Contingencies are budgeted at \$3,058,032 for unanticipated real estate purchases.

GROUP: Internal Services			FUNCTION: Public Ways & Fac.		
DEPARTMENT: Chino Agricultural Preserve			ACTIVITY: Public Works		
FUND: Special Revenue SIF INQ					
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<u>Appropriations</u>					
Services and Supplies	374,843	382,076	382,076	(19,966)	362,110
Central Computer	5,043	-	-	-	-
Other Charges	24,463	30,500	30,500	(2,500)	28,000
Contingencies Appro	-	2,454,364	2,454,364	603,668	3,058,032
Total Appropriation	404,349	2,866,940	2,866,940	581,202	3,448,142
<u>Revenue</u>					
Use of Money & Prop	976,180	824,033	824,033	17,658	841,691
Total Revenue	976,180	824,033	824,033	17,658	841,691
Fund Balance		2,042,907	2,042,907	563,544	2,606,451

REAL ESTATE SERVICES

Board Approved Changes to Base Budget		
Services and Supplies	<u>(19,966)</u>	Anticipated reduction in maintenance costs.
Other charges	<u>(2,500)</u>	Reduced tax liabilities.
Contingencies	537,233	Contingency for purchase of property.
	<u>66,435</u>	Adjustment for fund balance
	<u>603,668</u>	
Total Appropriations	<u>581,202</u>	
Revenue		
Use of Money and Property	<u>17,658</u>	Increased lease income.
Total Revenue	<u>17,658</u>	
Fund Balance	<u>563,544</u>	